

FAUQUIER COUNTY PARKS & RECREATION  
POLICY

---

TITLE: Expectations of Interns

FILE #: M 26-3

DATE PROPOSED: 4/11/02

DATE APPROVED/REVISED: 8/14/02

---

PURPOSE: To provide expectations and guidelines for those interning with Fauquier County Parks and Recreation Department (FCPRD).

PHILOSOPHY: To provide interns with a well-rounded experience of working for a Parks and Recreation Department, interns will work with each of the FCPRD regions, coming into contact with a variety of parks and recreation environments. Each intern will complete his/her internship with administrative, programming and managerial experience.

- A. Expectations:  
Interns hours and expectations vary slightly from school to school, and each intern will provide the region manager facilitating the internship with information from his/her school about the school's specific requirements.

FCPRD has the following expectations of its interns:

1. All interns will work for a specified amount of time with each FCPRD region and section.
2. All interns will be assigned a diversity of duties while at each region, with those duties designed to provide the intern with exposure to administrative, programming and managerial experience.
3. While working at the main office, interns will work with the office manager, the park planner, the director and the office associate with financial responsibility.
4. All interns should attend a Parks and Recreation Board meeting, a Board of Supervisor's meeting, as well as professional recreation meetings, such as VRPS, staff meeting, county staff meeting, advisory boards, and others as appropriate.
5. Each intern will complete a project during his/her internship. This project will be designed by the intern and the region manager to facilitate the internship. This project will follow the guidelines provided by the school and will be beneficial to and approved by FCPRD. A copy of the completed project will be submitted to the Director prior to intern evaluation.
6. At the end of an internship, each region manager will evaluate the intern based on his/her performance. This information will be sent to the

- intern's advisor or will be discussed between the intern and the region manager facilitating the internship.
7. At the end of the internship, all paperwork required by the school for FCPRD to complete will be completed and sent to the school by the region manager facilitating the internship.
  8. Each Intern will be expected to evaluate his/her interning experience through a written evaluation, which should be mailed to FCPRD two weeks after completing his/her internship.